

GENERAL REQUIREMENTS FOR OBTAINING A GRANT OF INSPECTION

Facility Review for:

1. Management must submit blueprints (3 copies) showing all rooms, equipment, water and sewage lines, drains, etc., and also submit a plot plan and specification list. (Reg. 308.2)
2. An application for grant of inspection and payment of the appropriate fee must be submitted. (Reg. 304.1)
3. The plant needs to arrange for office space for inspection personnel including desk, chair, and file with a hasp to accommodate the inspection division padlock. The office must be adequately lighted, heated, and cooled. In the case of a slaughter plant, restroom and shower facilities must be available. (Reg. 307.1)
4. The plant needs water and sewer certificates approved by proper authority and issued to the present plant owner. (Reg 308.3(d)(1))
5. The plant needs an approved employee supervision and training program detailing proper dress, personal hygiene (hand washing, use of hair nets and head coverings, etc.), and proper product handling procedures and techniques, including handling and separation of cooked and uncooked product.
6. The plant needs an approved sanitation program that designates a responsible person in charge, and a list of approved cleaning and sanitizing compounds showing when, where, and how they are to be used. (Plant management must write up and submit to the Inspector-In-Charge an acceptable cleaning procedure for floors, walls, ceiling, and equipment. This is to be placed in the inspection file.) (Reg. 308.3)
7. Plant management must establish fixed hours of operation during which inspected meat processing will be conducted. This period must be during normal working hours (a shift will be any continuous eight hour period Monday through Friday between 6am and 6pm) and prior to uninspected operations (unless a complete cleanup occurs after uninspected operations). Any hours outside of normal working hours must be approved by the Area Veterinarian Supervisor. If other than normal hours are utilized for inspected processing and/or inspected slaughter, then the plant will be billed overtime charges. (Reg. 307.4) (K.A.R. 4-16-7a)
8. All equipment must be easily cleaned, rust resistant, USDA approved (listed in current MPI-2), or approved by the Meat Program Administrator. (Reg. 308.5) Grandfathered equipment loses exemption upon change of ownership.
9. An approved pest control program is required.
 - a) need letter from an exterminator stating what insecticide is being used and where

- it is being used
 - b) need copies of labels from the insecticides that are used
 - c) need proper rodent control and documentation
 - d) need to designate a responsible person in charge to maintain a weekly record of any pests found which should also show the appropriate follow-up
 - e) all pest control products and devices must be listed and approved by inspection personnel
 - f) Use Labels must be provided for each product showing where, when , and how it is used within the plant
- 10. The plant needs approved labels for all products produced in the plant, and a formulation and ingredient list for each product.
- 11. Letters of guaranty must be obtained by plant management for products such as wrapping paper, netting, seasonings, cure mixes, etc., and for any cleaning compound not listed in the chemicals compound book.
- 12. Only approved cleaning compounds will be allowed for use in the plant.
- 13. A designated Returned/Retained area is required.
- 14. Dry storage supplies must be up on racks at least 12" off floor. Food and food contact products (seasonings, spices, wrapping paper) must be stored separate from non-food products such as paint, paint remover, smokehouse cleaners, clorox, etc.
- 15. Restrooms must have self-closing doors, an exhaust fan that is wired to the light switch, and they must not open directly into the food processing area.
- 16. Any additional records and/or programs may be required as deemed necessary by inspection personnel that are pertinent for any unusual or new operational procedure or product produced by the plant.

The above requirements are in addition to the specific items identified on the official establishment review.